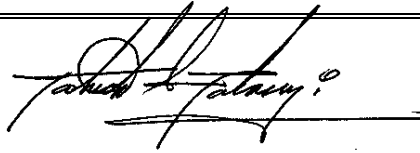


**IDAHO STATE
DEPARTMENT OF AGRICULTURE**

APPROVED BY:



ORIGINAL EFFECTIVE DATE:

REVISION DATE:

April 20, 2004

TITLE: Salary Administration Policy/Procedure

The department's salary administration policy is first and foremost to recognize and reward employees for their performance.

The overall system of salary administration for the department includes departmental policies and procedures, applicable Idaho statutes and Division of Human Resources (DHR) and Idaho Personnel Commission rules governing employee pay.

All salary increases must be approved in advance by the director and the Division of Financial Management (DFM) before employees are notified.

A. Merit Increases (Idaho Code Section 67-5309C)

Merit increase recommendations should be initiated by the immediate supervisor and endorsed by the next level of supervision, if applicable. Merit recommendations shall follow the guidelines set forth in Idaho Code Section 67-5309C(b) and this policy.

The division administrator shall review the merit of and funding for each merit increase request and, if approved, route it through the Human Resource Officer for technical review and the director and DFM's approval. A recommendation not approved by the division administrator should be returned to the supervisor with the reasons for disapproval.

In determining the amount and type of a merit increase to be granted, within the funds available, an employee's performance and considerations of salary equity relative to like jobs in the department should be the primary considerations.

All supervisors should complete appropriate performance management/review training as approved by the director. All supervisors' performance reviews should address the quality of the reviews they have done on their employees.

B. Reclassifications/Reassignments (DHR Rule IDAPA 15.04.01.067)

Upward:

Same as promotions (Page 3, "Item" F.)

Downward Reassignment: (IDAPA 15.04.01.072.07)

When a classification is reassigned downward the employee's salary will be protected to the maximum within the new pay grade

C. Demotions (DHR Rule IDAPA 15.04.01.010.22 & IDAPA 15.04.01.179)

Nondisciplinary Demotion: (DHR Rule IDAPA 15.04.180 & IDAPA 15.04.01.181)

Salaries are not automatically protected. The new salary shall consider the following:

- the change in job duties
- percentage difference between pay grades
- the skills and experience of the employee
- the salary rates of other employees performing similar duties

Disciplinary Demotion: (DHR Rule IDAPA 15.04.182)

When the director demotes an employee for disciplinary reasons, the employee's salary shall be reduced to a rate within the lower pay grade commensurate with the scope and severity of the cause for the disciplinary demotion.

Disciplinary Salary Reduction: (DHR Rule IDAPA 15.04.190.01)

When the director reduces an employee's salary for disciplinary reasons, the amount of reduction will be commensurate with the scope and severity of the cause for the disciplinary action.

D. Transfers Between Departments (DHR Rule IDAPA 15.04.125.05) & (IDAPA 15.04.072.05)

The salary rate for lateral transfers is negotiable and shall consider the following:

- the skills and experience of the employee
- the salary rates of other employees performing similar duties
- difficulty in filling a particular position
- transfers do not require a change in salary but a salary change may be negotiated when appropriate.

E. Failure to Complete Promotional Probationary Periods (DHR Rule IDAPA 15.04.150.02b)

When an employee fails to satisfactorily complete the promotional probationary period and is returned to a class in which he/she holds permanent status, the employee's salary will be reduced to the grade and hourly rate it would have been if the promotion had not occurred.

F. Promotions (DHR Rule IDAPA 15.04.169)

When setting the salary rate for promotions the following elements shall be considered:

- the change in job duties
- the percentage difference between pay grades
- the skills and experience of the employee
- the salary rates of other employees performing similar duties

Salary increases for promotions and acting appointments may be made in two stages to provide for a possible increase at the completion of promotional probation.

G. On-call Time (DHR Rule IDAPA 15.04.010.49)

On call time, as defined in DHR Rule IDAPA 15.04.010.49 can be effectively used for personal purposes and, therefore, is not compensable.

H. Completion of Entrance Probation (DHR Rule IDAPA 15.04.150.02a)

The salary of an employee completing entrance probation may be reviewed to determine if performance warrants a salary increase. The salaries of employees performing similar duties should be considered to avoid salary inequities.

I. Bonuses (Reference Idaho Code section 67-5309C.(b).iii & iv)

The department director may grant a classified employee holding permanent status a lump sum bonus not to exceed one thousand dollars (\$1,000) in any given fiscal year based upon excellent performance. Exceptions to the one thousand dollar (\$1,000) limit provided in this paragraph may be granted if approved in advance by the state board of examiners.

The department director may grant a classified employee holding permanent status a lump sum bonus not to exceed one thousand dollars (\$1,000) in any given fiscal year based upon suggestions or recommendations made by the employee which resulted in taxpayer savings as a result of cost savings or greater efficiencies to the department or to the state of Idaho in excess of the amount of the bonus. Exceptions to the one thousand dollar (\$1,000) limit provided in this paragraph may be granted if approved in advance by the state board of examiners.